

COMMISSION FOR TEACHER PREPARATION AND LICENSING

1020 O STREET

SACRAMENTO 95814

Phone: (916) 445-0184

75-7614



7 January 1976

TO: Institutional Presidents, Academic Deans, Deans
and Chairpersons of Schools of Education, and
Others

FROM: Peter L. LoPresti, Executive Secretary *PL*

SUBJECT: Title 5 Regulations and Procedures to Implement
the Fifth Year of Study Policy

On December 17, 1974, emergency regulations dealing with the Fifth Year of Study were adopted by the Commission for Teacher Preparation and Licensing. Subsequently, a public hearing was held on January 11, 1975. Based upon this hearing, the regulations were returned to staff for additional review and change. A second public hearing was held on March 6, 1975, and following this second public hearing, the Commission adopted said regulations.

On May 2, 1975, the Commission adopted procedures to implement the Fifth Year of Study Title 5 regulations. These procedures were sent to the field in memo #74-7510 dated June 17, 1975. The purpose of this letter is to consolidate and to further clarify those procedures in order to expedite Commission approval of program plans. (It should be recognized that some of the information presented herein may duplicate that already issued).

The intent of the Commission in reviewing and approving institutional Fifth Year Program Plans should be borne in mind while the program plan document is under development. That intent is stated in Title V sections 5932 and 5932.1 (copy attached). It should be noted that institutional program plans which are submitted for approval should be essentially a description of a process engaged in by fifth year candidates and the institution in designing and selecting individual program plans and in verifying their completion.

The following information is requested of all institutions submitting for approval Fifth Year Program Plans:

"Academic Year"

An "academic year" should be defined, as it applies to the fifth year at the institution submitting the Fifth Year Approval Document.

Fifth Year Options

1. A list of specific fifth year options available to each candidate at the specific institution (a list of courses within each option is not requested). Reference again is made to Title V, Section 5932.
2. Institutional provisions for accepting, as part of a candidate's fifth year program, post-baccalaureate work taken for credit at other institutions, including out-of-state institutions.
3. Provisions for giving credit toward completion of the fifth year in the form of in-service training for which a college or university (including extension) credit is given, including but not limited to credit for courses taken pursuant to Education Code 13344.1 (In-Service Preparation of Ethnic Backgrounds). This request is not intended to prescribe that institutions shall offer such courses, merely that credit be given for such work taken by the candidate in accordance with criteria set forth by the institution in its request for approval.
4. Provisions for the inclusion of lower division (freshman and sophomore) level courses, if taken after receipt of the baccalaureate degree, and if deemed by the fifth year candidate and the recommending institution to be part of a program designed to improve the teacher's competence and skills.

Process for Advising, Program Planning, Final Review, and Candidate Appeal.

1. A description of the candidate's role in his/her program design.
2. The advising and program planning procedures established to assist candidates in the choice from among available fifth year options.
3. The process of final review and verification of the completion of each candidate's fifth year program plans.
4. The systematic institutional appeal process available to any candidate applicable to fifth year program plans.

Other Verification Procedures

1. The procedure for validating the completion of the required unit of health education (Education Code Section 13131 and 13132.5).
2. A transmittal letter from the president of the institution, or his designee, which confirms that all institutional decision processes have been observed in the preparation of the Fifth Year document.

On November 7, 1975, the Commission approved the following additional policy statements regarding the approval of Fifth Year Programs:

1. The initial period of institutional approval is for three years, dating from the preceding July 1st (i.e., approval obtained during 1975-76 would be for 7/1/75 to 6/30/78).
2. Programs will be considered either "approved" or "not approved". In this manner the necessity of dealing with "conditions" and official "queries" will be eliminated.

If there is need for additional information, inquiries should be directed to the Commission consultant assigned to assist your institution.

Attachments

COMMISSION FOR TEACHER PREPARATION AND LICENSING

Title 5 Regulations for the Implementation

of the Fifth Year of Study Policy

5932. Fifth Year of Study. The Commission finds that the fifth year of study is an integral element of the teacher education program and provides the potential teacher with much greater opportunity following completion of the relatively rigid course requirements of the baccalaureate degree program to select a course or program of study designed to improve the teacher's competence and skills, and which is more suited to the candidate's particular professional interests. In recognition of these facts, the Commission expects that the design of the fifth year course of study will be a large responsibility of the teacher-candidate in cooperation and consultation with the accredited college or university.

The teacher candidate may select either a student-designed fifth year of study approved by the institution or an institution-designed fifth year of study. The fifth year of study selected by the teacher-candidate shall be a Commission-approved program, and shall be a full academic year, or its equivalent, at the postgraduate level taken at an accredited college or university.

In furtherance of the foregoing concepts, the Commission shall permit a wide latitude for fifth year programs, including, but not limited to, the following purposes:

- (a) Additional subject matter preparation including, but not limited to, pursuit of a master's or higher degree.
- (b) Completion of an approved program for an advanced or specialized credential.
- (c) Study undertaken for in-service training for which college or university credit is given.
- (d) Study undertaken to complete an approved program of professional preparation.

Section 5932.1 Appeal from Institutional Failure to Approve.

If a college or university refuses to approve a fifth year of study for a teacher-applicant, it shall state its reasons in writing to the applicant. The applicant shall thereafter have the right to appeal the decision of the institution directly to the Commission. In doing so, the applicant shall submit to the Commission a copy of his program for the fifth year of study and other supporting documents, including a copy of the college or university's written reasons for refusal. The Commission shall evaluate the materials submitted and determine whether to approve the fifth year of study.

COMMISSION FOR TEACHER PREPARATION AND LICENSING
Education Code Sections 13344, 13344.1 and 13344.2

In-Service Preparation of Ethnic Backgrounds

13344. On and after July 1, 1974, each school with a substantial population of students of diverse ethnic backgrounds shall provide an in-service preparation program designed to prepare teachers and other professional school service personnel to understand and effectively relate to the history, culture, and current problems of these students and their environment. For purposes of this article a school shall be considered to have a substantial population of students of diverse ethnic backgrounds where 25 percent or more of all the students in the school are of diverse ethnic backgrounds. (Added by renumbering Section 13345 by Stats. 1972, Ch. 618.)

Approved Courses

13344.1 The Department of Education shall develop a list of approved courses which shall be considered acceptable for meeting the requirements of this article. The department shall cause a list of approved courses to be published and distributed to interested teachers, administrators, and governing boards of school districts. The department shall be responsible for coordinating the efforts of school districts and colleges to develop adequate course offerings to satisfy the requirements of this article. (Added by renumbering Section 13346 by Stats. 1972, Ch. 618.)

Content of In-Service Programs

13344.2 In-service programs designed to fulfill the requirements of this article may include, but need not be limited to, courses offered by community colleges and colleges and universities approved by the State Board of Education. A district may provide an in-service program consisting in whole or in part of preparation other than college courses.

Such a program shall be developed cooperatively with the Department of Education and shall have prior approval of the Department of Education. An in-service program which meets the intent of this article shall encompass the history, culture, and current problems of the students of diverse ethnic background.

All college courses approved by the Department of Education for the purposes of this article shall be considered acceptable for salary credit purposes by any school district. District in-service programs shall specify an amount of equivalent credit which shall be acceptable for salary credit purposes in the school district providing the in-service program. (Added by renumbering Section 13347 by Stats. 1972, Ch. 618.)